

Healthy Homes Demonstration Program

Application Kit

Fiscal Year 2002

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U. S. Department of Housing and Urban Development
Washington, D.C. 20410

Office of Healthy Homes and Lead Hazard Control

APPLICATION KIT FOR THE FY2002 HEALTHY HOMES DEMONSTRATION PROGRAM

Dear Applicant:

Thank you for requesting a grant application package for the Healthy Homes Demonstration Program from the Department of Housing and Urban Development. The Department intends to award grants to support projects to address housing-related hazards that threaten the health and safety of children.

Approximately \$5 million in FY 2002 Healthy Homes Initiative grant funding will be available to fund selected projects. It is expected that approximately 6-8 grants of approximately \$250,000 to \$1,000,000 each will be awarded to selected applicants. The applications are due no later than June 14, 2002.

The following changes are included in this Notice of Funding Availability (NOFA):

1. A single category, demonstration, has been identified for proposed projects in FY 2002. This category allows more competitive funding for projects that not only emphasize identifying and correcting housing-related hazards, but also address methods for disseminating this information to the public.
2. As in the FY 2001 NOFA, applications will be rated according to five Rating Factors. This year Rating Factor 5 has been expanded to reflect HUD's priority on fostering self-sufficiency. The revised Rating Factor 5 is "Coordination, Self-Sufficiency and Sustainability." Please refer to Section V(C) of the NOFA for a description of programmatic elements appropriate to this rating factor.
3. If lead hazard control activities are proposed, they must be conducted by persons qualified for the activities according to 24 CFR Part 35, in particular Section 35.1325 for abatement and Section 35.1330 for interim controls (qualified persons possessing certification as abatement contractors, risk assessors, inspectors, abatement workers, or sampling technicians, or otherwise having been trained in a HUD-approved course in lead-safe work practices, as applicable).
4. HUD has updated its policy priorities for FY 2002. Please refer to Section VI of the **General Section** of the SuperNOFA for a general description of the policy priorities and Section V (C), Rating Factor 3, element (1) (a) (xviii) of the Healthy Homes Demonstration NOFA for a description of policy priorities that are applicable to HUD's Healthy Homes Demonstration Program.
5. HUD is providing information about applicant debriefing in the **General Section** of the SuperNOFA.

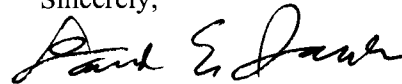
Section 1 of this application kit contains general instructions for your application. Section 2 contains detailed instructions for preparing each component of the application. The necessary application forms and instructions are listed in Annex 1 of this document and are included with the Forms section of this Application Kit. In particular, you should complete the Checklist and Submission Table of Contents in Annex 1 to ensure that you have met all the requirements for a complete application.

Before you begin preparing your application, please read the entire application kit NOFA to become knowledgeable about the process and to ensure that your proposed project meets the program objectives and is eligible for assistance. The NOFA also indicates the application due date and provides additional delivery instructions. This application kit includes detailed instructions for each component of the application submission, including the necessary forms. Please follow the instructions to ensure you meet all the requirements for a complete application. The application kit, additional resource documents, necessary forms, and answers to frequently asked questions are also available on the Office of Healthy Homes and Lead Hazard Control's home page at: www.hud.gov/offices/lead.

In accordance with the Reform Act of 1989, HUD cannot provide any information on the relative standing of any application. However, prior to submission, you may ask questions about the NOFA or application kit. Questions should be directed to Ms. Ellen Taylor at (202) 755-1785, ext. 116. This is not a toll-free number. Applicants are advised that proposals submitted in response to this NOFA are subject to disclosure under the Freedom of Information Act (FOIA).

We applaud your interest in providing safe and healthy homes for our nation's children. Good luck!

Sincerely,

A handwritten signature in black ink, appearing to read "David E. Jacobs".

David E. Jacobs, PhD
Director

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Healthy Homes Demonstration Program

SECTION 1. GENERAL INSTRUCTIONS AND GUIDELINES FOR APPLICANTS

The Notice of Funding Availability (NOFA) can be found at the back of this application package and should be read before preparing the application.

Background and General Instructions for Submitting Applications

Purpose: The purpose of the Healthy Homes Demonstration Program is to develop, demonstrate and promote cost effective, preventive measures to correct multiple safety and health hazards in the home environment that produce serious diseases and injuries in children. HUD is interested in reducing health threats to a maximum number of residents, especially children, in a cost-efficient manner.

Objectives: Mobilizing public and private resources, involving cooperation among all levels of government, the private sector, and faith-based and community-based organizations to develop the most promising, cost-effective methods for identifying and controlling housing-based hazards.

Building local capacity to operate sustainable programs that will continue to prevent, and, where they occur, minimize and control housing-based hazards, in low- and very-low income residences when HUD funding is exhausted.

Affirmatively furthering fair housing and environmental justice.

To the greatest extent feasible, promoting job training, employment, and other economic opportunities for low-income and minority residents and businesses that are owned by and/or employ low-income and minority residents as defined in 24 CFR 135.5.

Legislative Authority: This program is authorized by Sections 501 and 502 of the Housing and Urban Development Act of 1970; and the Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, Pub. L. 107-73, approved November 26, 2001.

Eligible Applicants: Not-for-profit institutions, and for-profit firms located in the U.S., state and local governments, and federally-recognized Indian Tribes are eligible to apply. For-profit firms are not allowed to include a fee in the cost proposal (i.e., no profit can be made from the project). Federal agencies and federal employees are not eligible to apply for this program.

Eligible Activities: You will be afforded considerable latitude in designing and implementing the interventions to prevent or correct safety and health hazards in the home environment capable of producing serious diseases and injuries in children. However, in developing a strategy, you should use all reasonably available sources of information on controlling housing-based hazards in buildings and protecting workers and occupants during and after the intervention process. HUD is interested in promoting housing intervention approaches that result in the reduction of health threats for the maximum number of residents, especially low-income children, and that demonstrate replicable techniques which are cost-effective and efficient.

The following direct activities and support activities are eligible under this grant program:

1) Direct Activities

Direct Project Elements (activities conducted by you and any sub-recipients):

(a) Performing evaluations of eligible housing to determine the presence of housing-based hazards (e.g., mold growth, allergens, unvented appliances, exposed steam pipes or radiators, deteriorated lead-based paint) through the use of generally accepted testing procedures.

(b) Conducting housing interventions to remediate existing housing-based hazards and address conditions that could result in their recurrence. Any lead hazard evaluation and control work shall be conducted by persons qualified for the activities according to 24 CFR Part 35, especially Sections 35.1325 for abatement and 35.1330 for interim controls (qualified persons must possess certification as abatement contractors, risk assessors, inspectors, abatement workers, or sampling technicians, or otherwise having been trained in a HUD-approved course in lead-safe work practices, as applicable). You may find additional information about lead hazard control activities in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing ("Guidelines"). The Guidelines and applicable regulations may be downloaded from the Internet at www.hud.gov/offices/lead. All pest control activities should incorporate the principles and methods of integrated pest management (IPM). (Additional information about IPM is presented on the U.S. Environmental Protection Agency's (EPA's) Office of Pesticide Programs' website, www.epa.gov/pesticides/ipm and at the University of Minnesota's electronic textbook of Integrated Pest Management available at <http://ipmworld.umn.edu/textbook.htm>.)

(c) Undertaking housing rehabilitation activities that are specifically required to carry out effective control of housing-based hazards, and, without which, the intervention could not be completed and maintained. Grant funds under this program may also be used to control lead-based paint hazards, but such controls may not be a principal focus of the grant.

(d) Carrying out temporary relocation of families and individuals, when necessary, during the period in which the intervention is conducted and until the time the affected unit receives clearance for reoccupancy. Residents relocated must be guaranteed the choice of returning to the unit after the intervention.

(e) If medical examinations of young children for conditions caused, or exacerbated by, exposure to hazards are demonstrated to be critical to the outcome of your project, and there are no alternative sources to cover these costs, conducting such examinations.

(f) Environmental sampling, and medical testing recommended by a physician or applicable occupational or public health agency, to protect the health of the intervention workers, supervisors, and contractors, unless reimbursable from another source.

(g) Conducting clearance testing and analysis for lead, mold, carbon monoxide and/or other toxins as appropriate, with respect to generally accepted standards or criteria, or where not available, other appropriate levels justified in conjunction with the project. Clearance sample analysis related to lead-based paint must be performed by a laboratory recognized by EPA's National Lead Laboratory Accreditation Program (NLLAP). All test results related to lead-based paint must be provided to the owner of the unit, together with a notice describing the owner's legal duty to disclose the results to tenants and buyers.

(h) Carrying out architectural, engineering and work specification development and other construction management services to control housing-based hazards and remediate existing hazards.

(i) Providing training on safe maintenance practices to homeowners, renters, painters, remodelers, and housing maintenance staff working in low- or very low-income housing.

(j) Providing cleaning supplies for hazard intervention and hazard control to faith-based and community-based organizations for use by homeowners and tenants in low-income housing, or to such homeowners, and tenants directly. (See Section VI (E) of the **General Section** of the SuperNOFA for more information about faith-based and community-based organizations.)

(k) Conducting general or targeted community education programs on environmental health and safety hazards. This activity would include training on safe maintenance and renovation practices, among other topics, and further fair housing and environmental justice goals. It would also include making materials available, upon request, in alternative formats for persons with disabilities (e.g., Braille, audio, large type), and in languages other than English that are common in the community, whenever possible.

(l) Securing liability insurance for hazard intervention and hazard evaluation activities to be performed. This activity is not an administrative activity.

(m) Supporting data collection, analysis, and evaluation of project activities.

(n) Maintaining a registry (updated at least monthly) of housing units in which housing-based hazards were not found during evaluation, and those in which such problems and hazards have been controlled. Units on the registry should be given priority for affirmative marketing to low-income families with young children and such families should be given preference for occupancy when they are vacant. (If you are selected for an award, HUD will provide specific data requirements for the registry.)

(o) Preparing quarterly progress reports, and an overall final grant report detailing activities, (e.g., number of units tested, types of interventions provided, evaluation of the most cost-efficient methodologies by type of unit), findings, and recommended future actions for cost effective interventions, at the conclusion of grant activities.

2) Support Activities

(a) Your administrative costs cannot exceed 10% of the total budget. See Appendix C of the Healthy Homes Demonstration NOFA for additional information about administrative costs.

(b) Program planning and management costs of sub-grantees and other sub-recipients.

Ineligible Activities: Program funds shall not be used for:

- 1) Purchase of real property.
- 2) Purchase or lease of equipment having a per unit cost in excess of \$5,000, unless prior written approval is obtained from HUD.
- 3) Medical treatment costs, except as specified in Eligible Activities, Element 1(e), above.

Allocation Amounts: Approximately \$5 million of FY 2002 funds will be available to fund demonstration projects. Grants will be awarded on a competitive basis following evaluation of all proposals according to the Rating Factors described below. HUD anticipates that approximately 6 to 8 grants will be awarded, ranging from approximately \$250,000 to approximately \$1,000,000 each.

Completion of Work: Applicants must complete project activities within 36 months from the time of the award.

Application Deadline and Submittal: Submit **one original** and **four copies** of your completed application no later than June 14, 2002. Applications must be submitted complete, and on time as required in the NOFA. Applications received after the deadline will be ineligible for consideration.

New Security Procedures: HUD has implemented new security procedures that impact on application submission procedures. Please read the following instructions carefully and completely. **HUD will not accept hand-delivered applications.**

Applications may be mailed using the United States Postal Service (USPS) or may be shipped via the following delivery services: United Parcel Service (UPS), FedEx, DHL, or Falcon Carrier. No other delivery services are permitted into HUD Headquarters without escort. You must, therefore, use one of the four carriers listed above.

Mailed Applications. Your application will be considered timely filed if it is postmarked on or before **12:00 midnight** on the application due date and received by the designated HUD Office on or within **fifteen (15) days** of the application due date. All applicants must obtain and save a Certificate of Mailing showing the date when you submitted your application to the United States Postal Service (USPS). The Certificate of Mailing will be your documentary evidence that your application was timely filed.

Applications Sent by Overnight/Express Mail Delivery. If your application is sent by overnight delivery or express mail, your application will be timely filed if it is received before or on the application due date, or when you submit documentary evidence that your application was placed in transit with the overnight delivery/express mail service by no later than the application due date. **Due to new security measures, you must use one of the four carrier services that do business with HUD Headquarters regularly. These services are UPS, DHL, FedEx and Falcon Carrier.** Delivery by these services must be made during HUD's Headquarters business hours, between 8:30 AM and 5:30 PM Eastern time, Monday to Friday. If these companies do not service your area, you should submit your application via the United States Postal Service.

Address for Submitting Applications. Submit **one original** and **four copies** of your application to:
Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
Attn: Ellen Taylor
451 Seventh Street, SW, Room P3206
Washington, DC 20410.

HUD will not accept hand-delivered applications.

Final Assembly of an Application Package: Annex 1 and the "Forms" section of this document list all of the forms, certifications, and accompanying instructions necessary to apply for an award. The applicant should assemble the application package in the order shown in the Checklist and Submission Table of Contents provided in Annex 1. **Number each page of your application (including narrative sections and appendices) sequentially**, and denote the appropriate page number on the Checklist and Submission Table of Contents form that is to be included with your application.

Since applications may not be corrected or changed after the deadline date, review your application before submission to ensure it is complete and correct. **The narrative response to the rating factors cannot exceed a total of 25 pages.** Exceeding the 25 pages will be deemed a deficiency, and only the first 25 pages of your narrative response will be provided for review. This does not include the budget materials, or materials required (to be included in an appendix).

Optional materials to be included in appendices are limited to 20 pages total; this total does not include required materials (e.g., budget detail and justification, organizational chart, resumes, job descriptions, letters of commitment and memoranda of understanding from participating organizations). Optional (non-mandatory) materials submitted in excess of 20 pages will not be reviewed.

To ease assembly and speed the review process, the content of the appendices should be organized in the sequence indicated below:

Appendix 1 – Required materials in support of the Rating Factors (e.g., resumes of three key staff members, organizational chart, letters of commitment) arranged in order of Rating Factor. (These materials do not count toward the 20-page limit; resumes are limited to 3 pages each.)

Appendix 2 – Optional materials in support of the Rating Factors, arranged in order of the Rating Factors, (e.g., maps, technical publications, letters of support). The 20-page limit applies to this appendix.

Appendix 3 – Materials related to the forms, or budget materials.

Corrections to Deficient Applications: Section V. of the General Section of the SuperNOFA provides the procedures for corrections to deficient applications. HUD will notify an applicant, in writing, after the application due date of any deficiencies in the application that are not of a substantive nature, such as an omitted certification or illegible signature. The applicant shall submit corrections that must be received at the HUD Office of Healthy Homes and Lead Hazard Control within 14 calendar days from the date of HUD's letter notifying the applicant of any correctable deficiencies. Electronic or facsimile (FAX) transmittal is not an acceptable transmittal mode. Corrections to curable deficiencies will be accepted only within the 14 calendar day time limit. **HUD will reject as incomplete and not consider for funding any application whose deficiencies are not corrected within this time period.**

Applicants will be permitted to correct only those deficiencies determined by HUD to be curable. Deficiencies determined by HUD to be substantive may not be corrected.

A copy of the Threshold Review Form used by HUD for the Healthy Homes Demonstration Program is provided in Annex B of the Annexes and Common Forms Section of this Application Kit.

Guidance on Requirements Issues: Please refer to the **General Section** found in the Forms section of this SuperNOFA Application Kit.

Other Information: Please refer to the **General Section** found in the Forms section of this SuperNOFA Application Kit. Information about Healthy Homes Initiative programs is also available in the Catalog for Federal Domestic Assistance (CFDA) which may be viewed at www.cfda.gov. The catalog number for the Healthy Homes Initiative programs (which includes both the Healthy Homes Demonstration Program and the Healthy Homes and Lead Technical Studies Program) is 14.901. This number must be entered on form SF-424, Application for Federal Assistance.

Application Kits. You may obtain an application kit from the SuperNOFA Information Center at 1-800-HUD-8929 or the TTY number at 1-800-HUD-2209. When requesting an application kit, please refer to the **Healthy Homes Demonstration Program**. Please provide your name, address (including zip code), and telephone number (including area code). Alternatively, you may download an application kit from www.hud.gov or www.hud.gov/offices/lead.

Satellite Broadcast: HUD will hold information broadcasts via satellite for potential applicants to learn more about the programs in this SuperNOFA and prepare applications. For more information about the date and time of the broadcast, you should consult the HUD website at www.hud.gov.

Further Information: If you have any questions regarding your application or any related matters, you may contact Ms. Ellen R. Taylor at (202) 755-1785, ext. 116, or Ms. Curtissa Coleman, Grants Officer, ext. 119. (These are not toll-free numbers.) Hearing- and speech-impaired persons may access the above telephone numbers via TTY by calling the toll-free Federal Information Relay Service at 1-800-877-8339.

SECTION 2. PREPARING YOUR APPLICATION

Transmittal Letter

Prepare a one-page application cover letter signed by the Chief Executive or authorized official of the organization. The transmittal letter should indicate the name of the applicant's organization and the amount of funding requested from HUD. Include the name, telephone number, and fax number of the individual to contact for further information pertaining to the application.

Project Abstract

Prepare a brief (**two-page maximum**) abstract describing your proposed Healthy Homes Demonstration project. Address the following items specifically and concisely:

- the organization(s) that will participate, either by conducting the project, or in another role;
- demographic, socio-economic and housing characteristics of target areas(s) selected for activities;
- the scope and magnitude of the proposed project that details the area selected, an estimate of the number of housing units, intended beneficiaries, and the projected impact on the neighborhood/jurisdiction;
- how the work will be accomplished;
- significance of the project to achieving HUD's goals and objectives as described in Section 1 of this application kit.

Required Forms

All of the forms that must be completed and submitted as part of an application package are listed in Annex 1 and the "Forms" section of this document; these forms are also provided at www.hud.gov. Please read the accompanying directions before completing each form. Annex 1 lists the forms (indicated on the list below) that are specific to this program, and provides a Checklist and Submission Table of Contents to help ensure that you have submitted all of the required items. Annex 2 provides examples of completed budget forms (Total Budget (Federal Share and Matching), HUD-424-M, and SF-424A). The forms that must be completed and submitted include the following:

Checklist and Submission Table of Contents*

SF-424 (Application for Federal Assistance)

SF-424A (Budget Information/Non-Construction Programs)

SF-424B (Assurances/Non-Construction Programs)

HUD-424-M (Federal Assistance Funding Matrix)

Total Budget (Federal Share and Matching)

HUD 2880 (Disclosure and Update Report Form)

HUD 2990 (Certification of Consistency with the EZ/EC Strategic Plan)

HUD 2992 (Certification Regarding Debarment and Suspension)

HUD 50070 (Certification for a Drug-Free Workplace)

HUD 50071 (Certifications of Payments to Influence Federal Transactions)

SF-LLL Disclosure of Lobbying Activities Required

SF-LLL Not Required (See Section II(H) of the **General Section** of the SuperNOFA)

HUD 2993 (Acknowledgment of Application Receipt)

HUD 2994 (Client Comments and Suggestions), optional

* Indicates program-specific form provided in Annex 1 (other forms provided in the Annexes and Common Forms Section)

Factors for Award and Scoring

Applications will be reviewed by a Source Evaluation Board which will assign each application a numerical score based on the rating factors presented below. (See Section V(C) of the Healthy Homes Demonstration NOFA for additional information about the Rating Factors). Each factor is weighted by the number of points that are attainable for it. The maximum score that can be assigned to an application is 106 points. This maximum score (106 points) includes 100 points for the rating factors and six bonus points. The bonus points are defined below and, in more detail, in paragraphs (1) through (3) of Section III (C) of the **General Section** of the SuperNOFA.

Two bonus points will be awarded for eligible activities/projects proposed to be located in **federally designated** Empowerment Zones (EZs), Enterprise Communities (ECs), Urban Enhanced Enterprise Communities (EECs), Strategic Planning Communities, or Renewal Communities that serve the residents of the federally designated areas, and are certified to be consistent with the strategic plan of these federally designated areas. If you wish to be considered for these bonus points you should submit a Certification of Consistency with the federally designated area's Strategic Plan. A listing of these federally designated areas is attached to the **General Section** of the SuperNOFA and is available through the HUD web site at www.hud.gov. Identify the aspects of your project that will occur within the boundaries of these federally designated areas, and have the authorized official sign and date the Certification of Consistency with the Strategic Plan applicable to the federally designated area(s). The Certification of Consistency with the Strategic Plan must be included in Appendix 3 of your application. (See Section III (C) (1) of the **General Section** of the SuperNOFA for additional information about bonus points applicable to EZ/EC communities.

Two bonus points are available for federally designated Brownfields Showcase Communities. A listing of Brownfields Showcase Communities is available on HUD's website, www.hud.gov. (See Section III (C) (2) of the **General Section** of the SuperNOFA for additional information about bonus points applicable to Brownfields Showcase Communities.)

For any application submitted by the City of Dallas, Texas for eligible funding under this SuperNOFA, HUD will consider the extent to which the strategies or plans in the City's application or applications will be used to eradicate the vestiges of racial segregation in the Dallas Housing Authority's low-income housing programs. (See Section III (C) (3) of the **General Section** of the SuperNOFA for additional information.) The City of Dallas should address the effect, if any, that vestiges of racial segregation in Dallas Housing Authority's low-income housing programs have on potential participants in the programs covered by this NOFA, and identify proposed actions for remedying those vestiges. HUD may add up to 2 bonus points to an applicant's score based on this consideration. This special consideration results from an order of the U.S. District Court for the Northern District of Texas, Dallas Division.

The following table summarizes the rating factors and points distribution for the FY 2002 Healthy Homes Demonstration Program applications. Applicants should be certain that these factors are adequately addressed in the narrative section of the proposal.

Rating Factor	Points
1. Capacity of the Applicant and Relevant Organizational Experience	20 points
2. Need/Extent of the Problem	15 points
3. Soundness of Approach	45 points
4. Leveraging Resources	10 points
5. Coordination, Self-Sufficiency and Sustainability	10 points
Empowerment Zone and Enterprise Community Bonus Points	2 points
Brownfields Showcase Community Bonus Points	2 points
Dallas, TX Court-Ordered Consideration Bonus Points	2 points
Total	106 points

Threshold Requirements

As an applicant, you must meet all of the threshold requirements of Section II (B) of the **General Section** of the SuperNOFA. Applications that meet all of the threshold requirements will be eligible to be scored and ranked based on the total number of points allocated for each of the rating factors described below. Your application must receive a total score of at least 70 points to remain in consideration for funding. A copy of the Threshold Review Form used by HUD for the Healthy Homes Demonstration Program is provided in Annex B of the Annexes and Common Forms Section of this Application Kit.

Ranking and Rating

HUD intends to make awards to the highest ranked applications listed in the Programs Section of the SuperNOFA within the limits of funding availability.

Responses to Rating Factors

Please respond to each of the five rating factors. **This NOFA limits the applicant's response to the Rating Factors to a total of 25 pages.** Responses must have clear, consecutively numbered pages, a complete table of contents, and be typewritten on one (1) side only on 8½ x 11" paper using a 12 point font with not less than ¾ margins on all sides.

As noted above, appendices should be limited to required materials, optional materials (e.g., maps, data tables, documents) and forms that directly pertain to your proposed project. All materials included in the appendices must be specifically referenced in the narrative responding to the factors for award. Required materials related to the Rating Factors must be included in Appendix 1; optional materials related to the Rating Factors must be included in Appendix 2; and materials related to the budget and forms must be included in Appendix 3. **Appendix 2 (optional narrative materials) is limited to 20 pages; additional narrative explanations about the Rating Factors are not acceptable and will not be reviewed.**

Rating Factors

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Rating Factors

Key Points to Consider In this factor, you should detail:	Factor 1: CAPACITY OF THE APPLICANT AND RELEVANT ORGANIZATIONAL EXPERIENCE 20 points
<ul style="list-style-type: none"> • The skills and experience of staff and applicant organization • A description of participating organizations and the roles they will play • If an existing (or previous) Healthy Homes grantee, the progress and achievement made in implementing its most recent grant award • Percentage of time each staff person or contractor will devote to project – a staffing roster may be included in Appendix 1 to provide this information • Level of involvement your organization will have in general oversight and the oversight of the participating organizations • Results of your past efforts in related projects 	<p>This factor addresses the capacity of your organization to successfully implement your proposed activities in a timely manner. The rating of you or your staff includes any faith-based and community-based organizations, sub-contractors, consultants, sub-recipients, and members of consortia that are firmly committed to your project. In rating this factor HUD will consider:</p> <ol style="list-style-type: none"> 1. Your recent, relevant and successful demonstrated experience in undertaking eligible program activities. You must describe the knowledge and experience of the proposed project director and day-to-day project manager in planning and managing large and complex interdisciplinary programs, especially those involving housing rehabilitation, public health, or environmental programs. <p>In your narrative response for this factor, you should include information on your project staff, their experience, commitment to the project, and position titles. Resumes of up to three (3) pages each, or position descriptions for up to three personnel, in addition to the project director and project manager, and a clearly delineated organizational chart for your project must be included as part of Appendix 1. Copies of job announcements (including salary range) and position descriptions should be also included for any key positions that are currently vacant. Indicate the percentage of time that key personnel will devote to your project and any salary costs to be paid by funds from this program. Include descriptions of the experience and qualifications of subcontractors and consultants.</p> <ol style="list-style-type: none"> 2. Your qualifications to carry out the proposed activities as evidenced by experience, academic background, training, and/or relevant publications of project staff. 3. Whether you have sufficient personnel, or will be able to quickly retain qualified experts or professionals, to begin your proposed project immediately and to perform your proposed activities in a timely and effective fashion. Describe how principal components of your organization will participate in, or support, your project. You should thoroughly describe capacity, as demonstrated by experience in initiating and implementing related environmental, health, or housing projects. Demonstrate that your organization has the skills, authority and capability to successfully initiate and carry out the proposed program within the required time frames set forth in the NOFA.

Key Points to Consider In response to this factor, detail the following:	Factor 2: NEED/EXTENT OF THE PROBLEM 15 points
<ul style="list-style-type: none"> • Where the target areas are located • The number of children at risk of environmental illnesses or injuries, and the sources for this information • The age and condition of the units to be treated, as well as the sources for this information • The number of low-income families within the target area • Other socio-economic or environmental factors relating to applicant need • The relationship of the Consolidated Plan or the Analysis of Impediments to Fair Housing Choice (AI) to the request for assistance • Why the targeted areas were selected 	<p>This factor addresses the extent to which there is a need for your proposed program activities to address a documented problem in your target area(s) and target groups.</p> <ol style="list-style-type: none"> 1. Document a critical level of need for your proposed activities in the area where activities will be carried out. You should pay specific attention to documenting the need as it applies to your target area(s), rather than the larger geographic area. 2. Your documentation should summarize available data linking housing-based hazards to disease or injuries to children in your target area(s). Examples of supporting data that might be used to demonstrate need include: <ol style="list-style-type: none"> (a) Economic and demographic data relevant to your target area(s), including poverty and unemployment rates; (b) Rates of childhood illnesses or injuries (e.g., asthma, burns) that could be caused or exacerbated by exposure to conditions in the home environment, among children residing in your target area(s), and/or rates of environmentally-related disease or adverse health effects (e.g., hypertension, elevated blood lead levels) in your target area(s); (c) Unavailability of other federal, state or local funding or private sector resources that could be, or is being, used to address the problem. 3. For the areas targeted for your project activities, provide data available in your jurisdiction's currently approved Consolidated Plan, or derived from current census data or from other sources, including the Analysis of Impediments to Fair Housing Choice (AI). All data should be documented that address: <ol style="list-style-type: none"> (a) The age and condition of housing; (b) The number and percentage of very low- and low-income families with incomes less than 80% of the median income, as determined by HUD, for the area, with adjustments for smaller and larger families (this information can be obtained from HUD Policy Development and Research publication 99-2, which can be accessed at: www.huduser.org/datasets/il/fmr00/sect82.html). HUD methodology for estimating FY 2000 median family incomes may be found at HUD's website, www.huduser.org/datasets/il/fmr00/index.html. <p>Additional census statistics are available at:</p> <p>www.census.gov/hhes/www/income00.html</p> <p>www.census.gov/hhes/income/income00/statemhi.html.</p>

Key Points to Consider

(c) To the extent that statistics and other data contained in your community's Consolidated Plan or Analysis of Impediments to Fair Housing Choice (AI) support the extent of the problem, you should include references to the Consolidated Plan or AI in your response. If the Consolidated Plan or Analysis of Impediments does not show the need for your activity, or an impediment your activity would address, you should note other data that demonstrates the need/impediment.

(d) Data documenting targeted groups that are traditionally underserved or have special needs. If the data presented in your response do not specifically represent your target area, you should discuss why the target areas are being proposed. If your application addresses needs that are in the Consolidated Plan, AI, court orders or consent decrees, settlements, conciliation agreements, and voluntary compliance agreements, you will receive more points than applicants that do not relate their project to identified need.

Key Points to Consider

In response to this factor, detail the following:

- Who the program will assist and the selection criteria involved
- How the applicant will organize and perform the Healthy Homes activities
- The schedule for the program actions
- The project management plan which identifies tasks and deliverables
- Program funding mechanism
- For implementing assessment and hazard control methods
- Why the applicant has chosen the hazards and interventions selected
- The process used for the development of work specifications

Factor 3:

SOUNDNESS OF APPROACH

45 points

This factor addresses the quality and cost-effectiveness of your proposed project. You should present information on the proposed approach for addressing housing-based hazards and describe how proposed activities would help HUD achieve its goals for this program area. For you to receive maximum points for this factor, there must be a direct relationship between the proposed activities, community needs, and the purpose of the project. You may find that developing a Logic Model would be useful for this Rating Factor. (Information about developing a Logic Model is available at www.hud.gov.) The response to this factor should include the following elements:

1. Approach for Developing the Project (25 points)

Describe the overall approach for your proposed project. A description must include a discussion of specific planned project activities that address one or more of the following categories:

(a) Project Activities (15 points)

(i) Describe in detail how you will identify, select, prioritize, and enroll units of eligible housing in which you will undertake housing-based hazard interventions, how you will integrate safe work practices into housing maintenance, repair, and improvements, and then target such units to low-income families with young children. You should use all reasonably available sources of information on controlling housing-based hazards in buildings and protecting workers and occupants during and after the intervention process.

Key Points to Consider

- Quality assurance mechanisms, including the process for response when a problem is identified
 - The number of families enrolled and/or units to be tested and treated and the estimated costs
 - The relocation plan (if needed)
 - Awareness, education, and outreach efforts
 - Program evaluation and data collection efforts
 - The proposed budget by program element, with cost justification
 - Actions to affirmatively further fair housing choice
 - Provisions for employment and economic development opportunities for low- and very low-income persons
 - How the grant activities proposed in this application will be performed concurrently with other programs or projects for which the applicant is responsible
 - How you will communicate among your partners to coordinate various elements of your program
- (ii) Describe any assessment tools you would employ to establish baseline data.
 - (iii) Provide the estimated total number of owner-occupied and/or rental units in which you will conduct interventions.
 - (iv) Describe your process for evaluating units of eligible housing in which you will undertake housing-based hazard interventions.
 - (v) Describe any specialized testing or visual inspection that you will conduct during unit inspection and reference the source(s) of the protocol(s).
 - (vi) Discuss efforts to incorporate cost-effective methods to address multiple environmental health and safety hazards. Describe the specific interventions you will utilize to control housing-based hazards before children are affected; or to control these hazards in units where children have already been treated for illnesses or injuries associated with housing-based hazards (e.g., burns, lead poisoning, asthma).
 - (vii) Describe the process you will use to refer children for medical case management if this is not ongoing.
 - (viii) Describe your process for the development of work specifications for the selected interventions.
 - (ix) Describe the management processes you will use to ensure the cost-effectiveness of the housing interventions, and provide cost estimates per intervention and per unit.
 - (x) Discuss the process for selecting and hiring contractors to conduct interventions in selected units.
 - (xi) Describe your plan for the temporary relocation of occupants of units selected for intervention, if relocation is necessary, and how you will determine the need for relocation. Address the use of safe houses and other housing arrangements, storage of household goods, stipends, incentives, etc. Describe your criteria for determining the need for relocation and how you will meet relocation requirements.
 - (xii) Describe your plan for ensuring right of return and/or first referral for occupants of units selected for intervention who have had to move for the interventions to occur.
 - (xiii) Describe how you will affirmatively further fair housing.

(xiv) Describe the financing strategy, including eligibility requirements, terms, conditions, and amounts available, to be employed in conducting housing-based hazard activities. You must discuss the way funds will be administered (e.g., use of grants, deferred loans, forgivable loans, other resources, private sector financing, etc.), as well as the agency that will administer the process.

(xv) Proposed methods of community education. These should include community awareness, education, training, and outreach programs in support of your work plan and objectives that are culturally sensitive, targeted, and linguistically appropriate.

(xvi) Proposed involvement of neighborhood, or faith-based and community-based organizations in the proposed activities. These activities may include outreach, community education, marketing, inspection, and housing evaluations and interventions.

(xvii) Proposed methods to reach high-risk groups and communities, vulnerable populations, and persons traditionally underserved (see Rating Factor 2(d)).

(xviii) Indicate if, and describe how, you will address any of HUD's Departmental policy priorities. (See Section VI of the **General Section** of the SuperNOFA for a detailed explanation of HUD's policy priorities.) Policy priorities that are potentially applicable to the Healthy Homes Demonstration NOFA are: 1) improving the quality of public housing and providing more choices for its residents; 2) increasing the participation of faith-based and community-based organizations in HUD program implementation; and 3) Colonias. You will receive one point for each applicable policy priority that is appropriately addressed in your application.

(b) Project Evaluation (10 points).

You are required to identify and discuss the specific methods you will use to measure progress towards your goals, track and report results of interventions, and evaluate the effectiveness of interventions:

(i) Discuss the performance goals for your project and identify specific outcome measures;

(ii) Describe how the outcome information will be obtained, documented, and reported.

2. Approach for Implementing the Project (20 points)

Describe your project goals and objectives, and the strategy you will use in planning and executing the project. You should provide information on the general approach and the overall plan employed.

(a) Baseline Plan for Project Management (10 points)

Include a management plan that:

- (i) Lists the project objectives, major tasks, and activities. All specific activities necessary to complete the proposed project must be included in the task listing;
- (ii) Incorporates appropriate performance goals and benchmarks;
- (iii) Identifies major milestones and provides a schedule for the assignment, tracking and completion of major tasks and activities, and a timeframe for delivery.
- (iv) Designates resources and identifies responsible entities;
- (v) Provides an estimate of per unit (or other appropriate apportionment) costs (and a basis for those estimates) for the interventions that are planned.

(b) Budget Justification (5 points)

Your proposed budget will be evaluated for the extent to which it is reasonable, clearly justified, and consistent with the project management plan and intended use of program funds. HUD is not required to approve or fund all proposed activities.

Your budget should be submitted in the format recommended in Appendix D of the Healthy Homes Demonstration NOFA. An electronic spreadsheet for the Total Budget (Federal Share and Matching) form, and other forms, are available on HUD's website, at www.hud.gov and at the Office of Healthy Homes and Lead Hazard Control's website, www.hud.gov/offices/lead. You must thoroughly document and justify all budget categories and costs and all major tasks, for yourself, sub-recipients, partners, major subcontractors, joint venture participants, or others contributing resources to the project (Part B of Standard Form 424A).

Describe clearly and in detail your budgeted costs for each required program element (major task) included in your overall plan, including consultant and subcontract costs. **(You must provide a similar detailed cost proposal breakout for any subcontracts, subgrants or subrecipients receiving greater than 10 percent of the total federal budget request.)** The narrative justification associated with these budgeted costs should be included as an attachment to the Total Budget (Federal Share and Matching). (The budget narrative justification is not counted as part of the 25-page limit for rating the responses.)

The applicant should develop its budget request with the following items or assumptions included:

- Direct Labor costs should include all full and part time staff required for the (maximum 36 month) planning and implementation phase of the project. These costs should be based on FTE (full time equivalent) or hours/year (i.e., one FTE equals 2080 hours per year).
- Travel expenses should be budgeted to allow for a maximum of 3 trips (of 2 to 3 days length) to Washington, DC for a maximum of 3 individuals.
- Submit (as an attachment to the budget sheets) the negotiated rate agreements for fringe benefits and indirect costs, if applicable.
- You should be prepared to provide supporting documentation for salaries and prices of materials and equipment upon request.

(c) Economic Opportunity (5 points).

To the greatest extent feasible, your project should promote job training, employment, and other economic opportunities for low-income and minority residents and businesses that are owned by, and/or employ, low-income and minority residents as defined in 24 CFR 135.5. You should:

(i) Describe how you or your partners will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and HUD's implementing rules at 24 CFR part 135.

Describe how you will accomplish this requirement by providing training and employment opportunities for low- and very low-income persons living within the grantee's jurisdiction, and by providing business opportunities to businesses owned by low- and very low-income persons living within the grantee's jurisdiction.

(ii) Describe how you or your partners will satisfy the requirements of Section 3 of the Housing and Urban Development Act of 1968 to give preference to hiring low- and very low-income persons or contracting with businesses owned by or employing low- and very-low income persons. Frequently asked questions about Section 3 requirements are available at www.hud.gov.

(iii) Describe how your proposed project will further and support the policy priorities of the Department, including providing opportunities for self-sufficiency, particularly for persons enrolled in welfare-to-work programs; or providing educational and job training opportunities, and

(iv) Describe the extent to which your proposed activities will occur in an Empowerment Zones (EZs), Enterprise Communities (ECs), Urban Enhanced Enterprise Communities (EECs), Strategic Planning Communities, or Renewal Communities, Brownfields Showcase Communities that serve the residents of the federally designated areas, and are certified to be consistent with the strategic plan of these federally designated areas, as defined in Section III (C)(1) of the **General Section** of the SuperNOFA.

Describe if your activities will occur in a federally designated Brownfields Showcase Community or if your application is submitted by the City of Dallas, Texas. (See Sections III (C) (2) and (3) of the **General Section** of the SuperNOFA for additional information.)

Key Points to Consider	Factor 4:	LEVERAGING RESOURCES 10 points
In response to this factor, detail the following:	This factor addresses your ability to secure other community resources (such as financing, supplies or services) that can be combined with HUD's resources to achieve project purposes.	
<ul style="list-style-type: none"> Identify the participation of faith-based and community-based organizations and the private sector in terms of time, effort, responsibilities, and resources Include in the appendix copies of memoranda of understanding or agreement, letters of commitment, or other documentation detailing specific commitments Specify the amount and sources of in-kind or matching contributions Existing grantees must provide a discussion of their plans to expand or enhance their partnership efforts under this NOFA. Existing or potential Community Reinvestment Act funding mechanisms 	<ol style="list-style-type: none"> In evaluating this factor, HUD will consider the extent to which you have partnered with other entities to secure additional resources to increase the effectiveness of your proposed project. Describe how other organizations will participate in, or support, your project. Resources may include funding or in-kind contributions (such as services or equipment) allocated to your proposed project. Resources may be provided by state and local governmental entities, public or private organizations, or other entities willing to be your partner in this effort. Each source of contributions (financial or in-kind) must be supported by a letter of commitment from the contributing entity, whether a public or private source, which must describe the contributed resources that will be used in your project. Staff in-kind contributions should be given a market-based monetary value. If you fail to provide letters of commitment with specific details, including the monetary amount of the actual contributions, you will not get rating points for this factor. Each letter of commitment, memorandum of understanding, or agreement to participate shall include the organization's name and the proposed level of commitment and responsibilities as they relate to the proposed project. The commitment must be signed by an official legally able to make commitments on behalf of the organization. (Letters of commitment must indicate specific dollar amounts for contributed resources and be included in Appendix 1 of your proposal.) 	

Key Points to Consider

- How the effectiveness of the grant funds would be increased by these additional resources

Key Points to Consider

In response to this factor, detail the following:

- Integration of Healthy Homes with other activities, programs and projects, particularly those that will continue after the grant is completed
- Involvement in the Consolidated Planning process in your community
- Actions to affirmatively further fair housing choice

- The linkages and relationships you have established with private sector and faith-based and community-based organizations to develop capacity and a sustainable infrastructure

Factor 5: COORDINATION, SELF-SUFFICIENCY AND SUSTAINABILITY

10 points

This factor consists of three elements:

1. The extent to which you have coordinated your activities with other known organizations that are not directly participating in your proposed work activities, but with which you share common goals and objectives and are working toward meeting these objectives in a holistic and comprehensive manner. Applicants that are, or propose to, either partner, fund, or sub-contract with grassroots organizations, particularly faith-based and community-based non-profits, in conducting their work programs will receive higher rating points as specified in the Program Section of this SuperNOFA. See Section VI (E) of the **General Section** of the SuperNOFA for additional information about faith-based and community-based organizations.

(a) Describe your plan for integrating and coordinating housing-based hazard interventions with other housing-related activities (e.g., rehabilitation, weatherization, removal of code violations, and other similar work.)

(b) Describe your plans to consolidate housing-based hazard interventions with applicable housing codes and health regulations.

(c) Describe your plans to generate and use public subsidies or other resources (such as revolving loan funds) to finance future interventions to prevent and control housing-based hazards, particularly in low- and very low-income housing.

(d) Detail the extent to which you will ensure that the needs of minorities and persons with disabilities will be addressed adequately during your intervention activities; and that housing in which hazards have been addressed will remain available and affordable in the long run for low-income, minority, large families, and for persons with disabilities.

2. The extent to which your application implements practical solutions within the grant term to result in assisting beneficiaries of grant program funds in achieving independent living, economic empowerment, educational opportunities, housing choice or improved living environments.

3. The extent to which your program exhibits the potential to be financially self-sustaining by decreasing dependence on federal funding and relying more on state, local and private funding so your activities can be continued after your grant award period is complete.

Healthy Homes Demonstration Program

Application Kit Annexes

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Annex 1
Checklist and Submission Table of Contents

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Checklist And Submission Table Of Contents Healthy Homes Demonstration Program

The following checklist is provided to ensure that you have submitted all of the required items in order for you to receive consideration for funding under this NOFA. Applicants must check off each item that they have included in their submission package and note the corresponding page number where the response is located. Applicants are to include this Checklist and Submission Table of Contents with the proposal. Application pages must be consecutively numbered.

- | | | |
|--------------------------|--|------------|
| <input type="checkbox"/> | Transmittal Letter (limited to 1 page) | Cover page |
| <input type="checkbox"/> | Project Abstract (limited to 2 pages) | p. ____ |

Application Forms

- | | | |
|--------------------------|---|---------|
| <input type="checkbox"/> | Standard Form 424 (Application for Federal Assistance) | p. ____ |
| <input type="checkbox"/> | Standard Form 424A (Budget Information/ Non-Construction Programs) | p. ____ |
| <input type="checkbox"/> | Standard Form 424B (Assurances/ Non-Construction Programs) | p. ____ |
| <input type="checkbox"/> | Form HUD-424-M (Federal Assistance Funding Matrix) | p. ____ |
| <input type="checkbox"/> | Total Budget (Federal Share and Matching) | p. ____ |
| <input type="checkbox"/> | HUD-2880 Disclosure and Update Report | p. ____ |
| <input type="checkbox"/> | HUD-2990 Certification of Consistency with EC/EZ Strategic Plan | p. ____ |
| <input type="checkbox"/> | HUD 2992 Certification Regarding Debarment and Suspension | p. ____ |
| <input type="checkbox"/> | HUD 50070 Drug-Free Certification/ Place of Performance | p. ____ |
| <input type="checkbox"/> | HUD 50071 Certification of Payments to Influence Federal Transactions | p. ____ |
| <input type="checkbox"/> | Form SF-LLL Disclosure of Lobbying Activities Required | p. ____ |
| <input type="checkbox"/> | SF-LLL Not Required | |
| | (See Section II (H) of the General Section of the SuperNOFA) | |

Response to Rating Factors

(The narrative response to the Rating Factors cannot exceed a total of 25 pages.)

- | | | |
|--------------------------|---|---------|
| <input type="checkbox"/> | 1. Capacity of the Applicant and Relevant Organizational Experience | p. ____ |
| <input type="checkbox"/> | 2. Need/Extent of the Problem | p. ____ |
| <input type="checkbox"/> | 3. Soundness of Approach | p. ____ |
| <input type="checkbox"/> | 4. Leveraging Resources | p. ____ |
| <input type="checkbox"/> | 5. Coordination, Self-Sufficiency, and Sustainability | p. ____ |

Appendices

- | | | |
|--------------------------|---|---------|
| <input type="checkbox"/> | Appendix 1 - Required material in support of the Rating Factors
(e.g., resumes of 3 key staff, organizational chart, letters of commitment)
Arrange in order of applicable Rating Factor.
Resumes are limited to 3 pages each.
Materials in this section do not count toward the 20-page limit | p. ____ |
| <input type="checkbox"/> | Appendix 2 – Optional material in support of the Rating Factors
Arrange in order of Rating Factor (e.g., maps, letters of support).
The 20-page limit applies to this appendix | p. ____ |
| <input type="checkbox"/> | Appendix 3 – Materials relating to the forms or budget materials.
(See Application Forms, above.) | p. ____ |
| <input type="checkbox"/> | HUD-2993 Acknowledgment of Application Receipt | p. ____ |
| <input type="checkbox"/> | HUD-2994 Client Comments and Suggestions (Optional) | p. ____ |

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Annex 2
Sample Completed Forms

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Budget Summary Total Budget (Federal Share and Matching)

Exhibit A Sample

Name and Address of Applicant

This is a sample form

Detailed Description of Budget

Category

1. Direct Labor	Estimated Hours	Rate per Hour	Estimated Cost	Federal Share	Match
Position or Individual					
Program Manager	2,200	\$39.46	\$86,812	\$86,812	\$0
Field Coordinator	1,500	\$28.40	\$42,600	\$42,600	\$0
LBP Inspector/Risk Assessor	1,750	\$30.50	\$53,375	\$53,375	\$0
Housing Specialist	2,000	\$31.60	\$63,200	\$63,200	\$0
Environmental Engineer	1,980	\$38.40	\$76,032	\$76,032	\$0
Outreach Coordinator	1,200	\$26.50	\$31,800	\$0	\$31,800
Community Health Educator	1,455	\$25.90	\$37,685	\$0	\$37,685
Sanitarian	4,160	\$28.30	\$117,728	\$117,728	\$0
Total Direct Labor Cost			\$509,232	\$439,747	\$69,485
2. Fringe Benefits	Rate	Base	Estimated Cost	Federal Share	Match
SSI	7.50%	\$509,232	\$38,192	\$0	\$38,192
Group Health Insurance	11.60%	\$509,232	\$59,071	\$0	\$59,071
Workman's Compensation	0.19%	\$509,232	\$968	\$0	\$968
Unemployment Insurance	0.52%	\$509,232	\$2,648	\$0	\$2,648
Retirement	8.82%	\$509,232	\$44,914	\$0	\$44,914
Life Insurance	0.30%	\$509,232	\$1,528	\$0	\$1,528
Total Fringe Benefits Cost			\$147,321	\$0	\$147,321
3. Travel				Federal Share	Match
3a. Transportation – Local Private Vehicle	Mileage	Rate per Mile	Estimated Cost	Federal Share	Match
14,178 miles @\$0.365/mile	14,178	\$0.365	\$5,175	\$5,175	\$0
Subtotal - Trans - Local Private Vehicle			\$5,175	\$5,175	\$0
3. Travel				Federal Share	Match
3b. Transportation - Airfare	Trips	Fare	Estimated Cost	Federal Share	Match
Washington, DC	6	\$600.00	\$3,600	\$3,600	\$0
Subtotal – Transportation, Airfare			\$3,600	\$3,600	\$0

Budget Summary

Total Budget (Federal Share and Matching)

Sample

Detailed Description of Budget					
3. Travel					
3c. Transportation – Other	Quantity	Unit Cost	Estimated Cost	Federal Share	Match
Local travel on trips	284	\$0.365	\$104	\$104	\$0
(284 mi @ 0.365)					
Subtotal - Transportation - Other			\$104	\$104	\$0
3. Travel					
3d. Per Diem or Subsistence	Days	Rate per Day	Estimated Cost	Federal Share	Match
Travel to Washington, DC	20	\$155.00	\$3,100	\$3,100	\$0
Travel outside local area	10	\$125.00	\$1,250	\$1,250	\$0
Subtotal - Per Diem or Subsistence			\$4,350	\$4,350	\$0
Total Travel Cost			\$13,229	\$13,229	\$0
4. Equipment (Only items over \$5,000 each)					
	Quantity	Unit Cost	Estimated Cost	Federal Share	Match
Total Equipment and Cost			\$0	\$0	\$0
5. Supplies and Materials (items under \$5,000)					
	Quantity	Unit Cost	Estimated Cost	Federal Share	Match
5a. Consumable Supplies					
General office supplies (\$175/mo)	36	\$175.00	\$6,300	\$6,300	\$0
Educational materials (e.g., cleaning kits and brochures @ \$50 each)	360	\$18,000.00	\$18,000	\$18,000	\$0
Field Supplies (describe)	500	\$2.00	\$1,000	\$1,000	\$0
Subtotal - Consumable Supplies			\$25,300	\$25,300	\$0
5b. Non-Consumable Materials					
Desktop Computer	4	\$1,300.00	\$5,200	\$2,600	\$2,600
Laser Printer	2	\$600.00	\$1,200	\$600	\$600
XRF source and maintenance	2	\$2,000.00	\$4,000	\$4,000	\$0
CO/CO2/Temp/RH meters	3	\$500.00	\$1,500	\$1,500	\$0
Software	4	\$500.00	\$2,000	\$2,000	\$0
HEPA Vacuums	6	\$800.00	\$4,800	\$4,800	\$0
Subtotal - Non-Consumable Materials			\$18,700	\$15,500	\$3,200
Total Supplies Cost			\$44,000	\$40,800	\$3,200

Budget Summary Total Budget (Federal Share and Matching)

Sample

Detailed Description of Budget					
6. Consultants	Days	Rate per Day	Estimated Cost	Federal Share	Match
Statistician	70	\$250.00	\$17,500	\$17,500	\$0
Total Consultants Cost			\$17,500	\$17,500	\$0
7. Subcontracts (list individual subcontracts)			Estimated Cost	Federal Share	Match
Paint sample analysis (800 @ \$10)			\$8,000	\$8,000	\$0
Air sample analysis (60 @ \$100)			\$6,000	\$6,000	\$0
Clearance inspections (160 @ \$80)			\$12,800	\$12,800	\$0
Data collection and evaluation -- residential surveys, environmental assessments, analysis of contaminants. (See attached detailed budget sheet.)			\$95,000	\$95,000	\$0
					\$0
Total Subcontracts Cost			\$121,800	\$121,800	\$0
8. Other Direct Costs	Quantity	Unit Cost	Estimated Cost	Federal Share	Match
Item					
Hazard Remediation training	28	\$200.00	\$5,600	\$5,600	\$0
LBP training	6	\$750.00	\$4,500	\$4,500	\$0
Conference fees	4	\$500.00	\$2,000	\$2,000	\$0
Postage/shipping	2500	\$0.50	\$1,250	\$0	\$1,250
Copies and printing	60000	\$0.05	\$3,000	\$0	\$3,000
Total Other Direct Costs			\$16,350	\$12,100	\$4,250
9. Indirect Costs	Rate	Base	Estimated Cost	Federal Share	Match
Type					
Facilities charge	9.50%	\$422,916.00	\$40,177		\$40,177
Accounting and payroll services	1.00%	\$422,916.00	\$4,229		\$4,229
Total Indirect Costs			\$44,406	\$0	\$44,406
Total Estimated Costs			\$913,838	\$645,176	\$268,662

Analysis of Estimated Costs

	Estimated Cost	Percent of Total	Percent of Labor
Labor	\$509,232	55.7%	
Fringe Benefits	\$147,321	16.1%	28.9%
Travel	\$13,229	1.5%	
Equipment	\$0	0%	
Supplies	\$44,000	4.8%	
Consultants	\$17,500	1.9%	
Subcontracts	\$121,800	13.3%	
Other Direct Costs	\$16,350	1.8%	
Indirect Costs	\$44,406	4.9%	
Total	\$913,838	100%	
Federal Share	\$645,176	70.60%	
Match	\$268,662	41.64%	Expressed as a percentage of the Federal Share

Exhibit B
OMB Approval No. 2539-0008

Federal Assistance Funding Matrix

The applicant must provide the funding matrix shown below, listing each program for which Federal funding is being requested, and complete the certifications.

Program*	Applicant Share	Federal Share	State Share	Local	Other	Program Income	Total
Healthy Homes Demonstration Program	\$268,662	\$645,176					\$913,838
Grand Totals	\$268,662	\$645,176					\$913,838

* For FHI Ps, show both initiative and component

Instructions for the HUD-424-M

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This form is to be used by applicants requesting funding from the Department of Housing and Urban Development for application submissions for Federal assistance. Enter the following information:

Program: The HUD funding program you are applying under.

Applicant Share: Enter the amount of funds or cash equivalent of in-kind contributions you are contributing to your project or program of activities.

Federal Share: Enter the amount of HUD funds you are requesting with your application.

State Share: Enter the amount of funds or cash equivalent of in-kind services the State is contributing to your project or program of activities.

Local Share: Enter the amount of funds or cash equivalent of in-kind services your local government is contributing to your project or program of activities.

Other: Enter the amount of other sources of private, non-profit, or other funds or cash equivalent of in-kind services being contributed to your project or program of activities.

Program Income: Enter the amount of program income you expect to generate and contribute to this program over the life of your award.

Total: Please total all columns and fill in the amounts.

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Budget Information - Non-Construction ProgramsExhibit C
OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.	Do	Not	Complete	This	Section	
3. Totals						
Section B - Budget Categories						
4. Object Class Categories	Grant Program, Function or Activity				(5) Grand Total	
	(1) HUD Request	(2) Match	(3) Sub-Total	(4) Other Resources		
a. Personnel (Direct Labor)	\$439,747	\$69,485			\$509,232	
b. Fringe Benefits	\$0	\$147,321	Do	Do	\$147,321	
c. Travel	\$13,229	\$0	Not	Not	\$13,229	
d. Equipment	\$0	\$0	Use	Use	\$0	
e. Supplies and Materials	\$40,800	\$3,200	This	This	\$44,000	
f. Consultants	\$17,500	\$0	Column	Column	\$17,500	
g. Contracts and Sub-Grantees	\$121,800	\$0			\$121,800	
h. Other Direct Costs	\$12,100	\$4,250			\$16,350	
i. Total Direct Charges (sum of 6a-6h)	\$645,176	\$224,256			\$869,432	
j. Indirect Charges	\$0	\$44,406			\$44,406	
k. Totals (sum of 6i and 6j)	\$645,176	\$268,662			\$913,838	
5. Program Income						
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